

# Work Life Integration Tips

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### 1. Focus on your values and priorities

- Make an Individual Development Plan
- Align your time and energy with your values and priorities
- Move from working harder, to working with passion
- When faced with a new opportunity – don't say "yes" immediately – investigate all elements, weigh needs, time, and talk to mentor or family.

### 2. Hone your time (and attention) management skills

- Find your time wasters
- Protect your time by setting and knowing your limits and boundaries
- Multi-tasking is a myth. Manage your attention to increase work-life energy.
- Transition times (listen to audio CME on commute; decompress on commute home)
- Schedule time to plan, to reflect, and for personal interests

### 3. Get ORGANIZED

- Keep a "TO DO" list, Prioritize, Retrograde plan
- Email Strategy
  - Empty inbox (4 D's – do, delegate, delete, decision (place in folder)
  - Schedule time to review vs on-the-go phone/ipad (either way, limit 2-3x day)
  - Turn off interrupting dings
- Find a "usable" calendar system
  - Easy, sharable, real-time, integrative
  - Plan your vacations/ personal/ family time in advance
  - Schedule time for yourself and your interests
  - Share it with family and caregivers

### 4. DELEGATE tasks or duties

- At Work: identify tasks or projects that other can do, and empower them to do it.
- At Home: "Hire it done!"

## 5. Establish a mentor network

- At work, for career guidance, advice, sponsorship, skill acquisition, etc...
- At home, make friends with other families in your neighborhood. Appreciate their skill set in parenting, puppy training, where to shop, schools, and community events.

## 6. Double Dip

- With every project, find a second goal it could satisfy.
- If you create a lecture or program, turn it into scholarship (book chapter, study)
- Combine the activities you love with your family/friends. (Make date night a cooking class. Go to yoga with your friend or sister. Join a stroller fit class with young children.)

## 7. Know the Work–Life Policies of your employer

- Family Leave policies
- Part-time policies / flexibility
- Childcare options (on-site, back-up sick care)
- Academic center – promotion and tenure clocks

## 8. Cultivate relationships with family and friends

- Quality time > quantity time
- Schedule family time, date-night, & “no electronic” times
- With your partner, communication is the key!
- Be accountable to someone in your life (mentor, spouse, friend)

## 9. Invest in Family/Home Responsibilities

- Foster family teamwork – coordinate & delegate activities and chores.
- Find reliable dependent care and have backup (childcare, pet care, eldercare)
- “Hire it done!” (house cleaning, yard work, cooking, food delivery)
- Keep numbers for home/car repairs accessible.

## 10. Leverage technology to help control boundaries (separate or integrate work–life)

- Telecommuting: have a separate work space to minimize interruptions
- Conference or video conferencing to eliminate travel time
- Block out “no technology” times with family
- Electronic schedule (to better communicate with work and family)
- Communicate remotely (call kids or facetime if you work evenings)

## 11. Build Healthy Personal Habits (physical, mental, spiritual well-being)

- Build in the time to exercise, eat healthy, sleep
- Quit unhealthy habits
- Schedule time for your interests (read, music, art, hobby)
- Manage your mindset: Let go of guilt, focus on values, and maintain a sense of humor!